



THE ASSISTANT SECRETARY OF DEFENSE

1200 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1200

SEP 24 2007

HEALTH AFFAIRS

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (M&RA)  
ASSISTANT SECRETARY OF THE NAVY (M&RA)  
ASSISTANT SECRETARY OF THE AIR FORCE (M&RA)

SUBJECT: Breach Notification Reporting for the Military Health System

The Military Health System (MHS) is entrusted with securing and safeguarding the Personally Identifiable Information (PII) of our beneficiaries. As part of our responsibility, MHS Components must comply with the new reporting requirements of the Department of Defense (DoD) 5400.11-R, "Department of Defense Privacy Program," when a breach occurs.

DoD 5400.11-R defines a breach as an "actual or possible loss of control, unauthorized disclosure, or unauthorized access of personal information where persons other than authorized users gain access or potential access to such information for other than authorized purposes where one or more individuals will be adversely affected".

In addition to your reporting requirements, notify by email, the TRICARE Management Activity (TMA) Privacy Office within 24 hours of discovering that a breach of PII involving MHS beneficiaries has occurred. Utilize the reporting specifications within the DoD 5400.11-R. I ask that you give this the greatest dissemination possible.

For further information please contact Ms. Leslie Shaffer, TMA Privacy Officer at (703) 681-3636; [Leslie.Shaffer@tma.osd.mil](mailto:Leslie.Shaffer@tma.osd.mil).

S. Ward Casscells, MD

cc:  
Surgeon General of the Air Force  
Surgeon General of the Army  
Surgeon General of the Navy  
Deputy Director, TMA